



DEPARTMENT OF DEFENSE

Defense Information School

6500 Mapes Road
Fort George G. Meade, MD 20755-5620

July 14, 2005

MEMORANDUM FOR ALL ARMY AND AIR FORCE RECRUITERS

SUBJECT: Letter of Instruction (LOI) for Preparing Defense Information School Voice Diagnostic Screening Packages

PURPOSE. Outline procedures to prepare the voice diagnostic test for screening into the Defense Information School (DINFOS) Basic Public Affairs Specialist-Broadcaster (BPAS-B) course.

GENERAL. Applicants must complete and pass a voice audition to be accepted into the BPAS-B course at DINFOS. This LOI outlines the procedures for preparing and submitting a voice audition package.

SPECIFIC. The following guidelines will help you prepare voice diagnostic screening packages. Carefully following these guidelines will ensure that DINFOS can promptly evaluate your packages and quickly return the results. Applicants may submit a maximum of four auditions in a 12-month period. A voice audition pass is valid for one year. **Applicants cannot record or submit their own voice audition package;** it must come from a recruiter, public affairs office, or retention/retraining NCO.

a. Applicants must use the attached news script, spot script, five sentences, and extemporaneous segment. These scripts test applicants' ability to deliver copy while allowing us to evaluate specific qualities of his/her voice. DO NOT send pre-recorded "air checks." Radio stations usually dictate the style of delivery, pacing, and phrasing used on-air, making it impossible to judge the voice adequately. If received, DINFOS will not evaluate these packages.

b. Conduct the recording session in a quiet area that is free of background noise. It is very important that you not allow the applicant more than 15 minutes to rehearse the script and sentences. Encourage you applicant to practice out loud. Advise the applicant to communicate in a natural tone and not to use an "announcer's delivery." Be sure the applicant uses his/her name and not an alias or "air" name. Allow only one "take," or attempt, per individual.

c. In the extemporaneous segment, the applicant should speak in a normal, conversational tone. Give the applicant five minutes to think about what to say during this segment, but do not let him/her script text. This exercise helps us hear what an applicant sounds like in a more relaxed, natural setting. This is an essential part of the voice audition. Direct the applicant to speak for 60 seconds about why he/she wants to become a military broadcaster. The applicant may also include his/her future goals. Remember, this portion of the audition must not be read.

FORMAT

a. Audition packages should be produced using cassette tapes or digital audio files.

(1) Cassette:

- Use single-track and only record on one side. **DINFOS will not evaluate micro cassettes due to poor sound quality.**
- Ensure the applicant speaks directly into the microphone.
- Use only new or completely erased tapes.
- If you record more than one applicant on a tape, allow at least a 20-second pause between takes, and identify each take with the applicant's name and unit.

(2) Digital audio files:

- Use vendor provided or an “off-the-shelf” audio program to record digital audio files on a computer. Be advised that DINFOS is only able to evaluate MP3 and WAV type audio file submissions.
- Speak directly into the microphone (many computer systems come standard with a basic microphone, which will work fine).
- To obtain maximum quality and keep file size to a minimum, record or format audio files as “MP3” files. “WAV” formatted files are acceptable for review. However, these files are much bigger than MP3 files and may prohibit the use of email submission procedures.
- If more than one applicant is recorded, save each audition as a separate file.

b. Applicants are allowed only one take. Do not send multiple takes.

c. Do not use electronic “enrichment” devices such as equalizers, reverb, or production music. DINFOS will not evaluate these packages.

FORWARDING PROCEDURES

a. Mail

- (1) Include a letter of transmittal – following the format of the sample letter in attachment one – with each audition package submission.
- (2) DINFOS voice audition team members evaluate applicants' voices as they hear them. If the applicant has a cold, sinus condition, or other physical circumstance that affects quality, we strongly suggest you postpone taping until the illness/condition has cleared.
- (3) Label each cassette, compact disc, or digital file to identify the submitting activity and potential student's name. If you include more than one applicant on one recording, ensure the label identifies the individuals in the order they appear.
- (4) DINFOS cannot return Tapes and Compact Discs.
- (5) Mail audition packages to:

Defense Information School
ATTN (Voice Audition/BOMD/BWAS)
6500 Mapes Road
Fort George G. Meade, MD 20755-5620

b. Email

- (1) Each audition package submitted through email must include the information in attachment one.
- (2) Colds, sinus conditions, or other physical circumstances that may affect the applicant's voice quality should be noted in the message accompanying the audio files. Reschedule the audition if the illness severely affects voice quality.
- (3) Each audio file must be labeled with the applicant's last name.
- (4) Email audition packages to:

PABD@dinfos.osd.mil

Subject line should contain "Voice Audition Package"

NOTIFICATION OF RESULTS.

- a. Audition packages are handled on a first-come, first-serve basis; however, the DINFOS standard is to have tapes evaluated and results “in the mail” within three duty days from the day the evaluating team receives the audition tape.
- b. Please include a valid return e-mail address, mailing address, telephone number(s), and FAX number(s) to ensure prompt return of confirmation letter.
- c. You may reach the Voice Diagnostic Administrator, Mr. Ronald Rahorn, at Fort Meade by calling (301) 677-4370 or DSN 622-4370.

//signed//
Hiram Bell, Jr.
COL, USA
Commandant

Attachments

- 1. Sample Letter of Transmittal
- 2. Broadcast Audition Script
- 3. Five Sentences
- 4. Extemporaneous Free Speech Segment

Attachment 1

(SAMPLE LETTER OF TRANSMITTAL)

FROM: (Unit Name and Mailing Address, Including Zip Code)

SUBJECT: Voice Audition Submissions

Defense Information School

6500 Mapes Road

ATTN: (Voice Audition/BWAS)

Fort George G. Meade, MD 20755-5620

DATE:

The enclosed tape(s)/ Compact Discs is/are forwarded for evaluation to qualify the following individual(s) for admission into the Basic Broadcaster Course.

(Name, Rank/Grade of applicant, parent unit of applicant)

(If more than one voice is being evaluated, list applicants in order that voices are recorded).

POC for this action (NAME, and PHONE NUMBER, FAX NUMBER(S), **E-MAIL ADDRESS**).

SPECIAL COMMENTS: (When applicable)

SIGNATURE

(Typed Rank/Grade, Name and
Official Title)